



**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
EXECUTIVE DIRECTOR
COMMISSION FOR EDUCATIONAL TECHNOLOGY**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Farmington Avenue, Hartford, CT

Job Posting No. 112162

Hours: 40 Hour Work Week

Salary: \$98,327 - \$178,651 (EX 03) annual

Closing Date: October 9th, 2015

The Connecticut Commission for Educational Technology seeks a senior-level professional to serve as our Executive Director, reporting to and acting as deputy to the chair of the CET with responsibility for the day to day management of the CET. This position will serve as the chief administrator for all of the CET's activities, operations, and programs, serving as an integral member of the CET's leadership team. In addition, this position will be a non-voting, ex-officio member of the CET, and shall participate in all affairs of the CET, including serving as staff to all CET committees and task forces; will oversee the comprehensive planning and implementation of the CET's programs and pursuits; craft strategic initiatives to support and strengthen the CET's functional responsibilities; work closely with the chair and members of the CET to facilitate high-level institutional coordination and lead the cultivation and maintenance of collaborative relationships across the various disciplines of the CET members, e.g., educational institutions, libraries, and municipalities.

The duties and responsibilities include:

Plans, coordinates and manages Commission activities; develops strategic and operational plans and policies; communicates Commission's vision for educational technology in Connecticut; prepares and manages Commission's budget; motivates agency partners to accomplish tasks and achieve goals; serves as Commission liaison to Governor, General Assembly, local, state and federal organizations and entities with respect to educational technology matters; develops reports on Commission activities and carries recommendations on behalf of Commission to the General Assembly; participates in all affairs of the CET, including serving as staff to all CET committees and task forces; oversees the comprehensive planning and implementation of the CET's programs and pursuits; crafts strategic initiatives to support and strengthen the CET's functional responsibilities; works closely with the chair and members of the CET to facilitate high-level institutional coordination and lead the cultivation and maintenance of collaborative relationships across the various disciplines of the CET members, e.g., educational institutions, libraries, and municipalities; manages staff and conducts performance reviews; performs related duties as required.

Knowledge, skill and ability:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply project management techniques; considerable knowledge of principles and practices of public administration; considerable knowledge of legislative process; considerable knowledge of educational uses of technology and the learning process; considerable interpersonal skills; considerable oral and written communication skills; considerable leadership skills.

General Experience:

Eleven (11) years of experience in the field of education or information technology.

Substitutions Allowed:

1. College training in education, information technology or management may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in education, information technology or management may be substituted for one (1) additional year of the General Experience.

Note: This is an unclassified position.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a State Application (HR-12), and the last two service ratings to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITTNER
55 Farmington Avenue
Hartford, CT 06105
Fax# (860) 622-2617
lorraine.vittner@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.